

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
HUMAN RESOURCES SHARED SERVICE CENTER**

**Position Description Coversheet** (Please read instructions on back)

1. Position No.  
SP00001

2. Incumbency Allocation Only?  
May Not be IAed

3. Reason for Submission  
Other

4. Employing Office Location  
61 Forsyth Street, S.W.

5. Duty Station  
Atlanta, Georgia

6. BUS Code  
8888

Explanation (Show any positions replaced)

7. Fair Labor Standards Act  
Exempt - Administrative

8. Financial Statements Required  
OGE-450 Required

9. Cybersecurity Code

10. Position Status  
Competitive

11. Supervisory Status Code  
2 - Supervisor or Manager

a.  
b.  
c.

12. Competitive Level Code  
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13. Competitive Area  
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14. Drug Testing  
No

15. Extramural %  
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16. Functional Class Code  
92

17. Medical Monitoring  
No

18. Position Sensivity  
(b) (6)

19. Security Clearance  
(b) (6)

20. Position Risk  
(b) (6)

21. Emergency Essential  
No

22. Developmental Position  
No

23. Full Performance Level  
GS-14

24. Position Classification

Official Title of Position

Pay Plan

Occupational Code

Grade

a. Official Allocation

Supervisory Interdisciplinary (Life Scientist, Physical Scientist, Environmental Engineer)

GS

1301/0819/0401

14

25. Organizational Title of Position (if different from official title)

26. Name of Employee (if vacant, state such)

**27. Department, Agency, or Establishment Hierarchy**

a. 1st Tier Org Code  
T0000000

1st Tier Org Description  
Office of the Regional Administrator

b. 2nd Tier Org Code  
TA000000

2nd Tier Org Description  
Strategic Programs Office

c. 3rd Tier Org Code  
TOAB0000

3rd Tier Org Description  
National Environmental Policy Act (NEPA) Section

d. 4th Tier Org Code

4th Tier Org Description

e. 5th Tier Org Code

5th Tier Org Description

28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Beverly Banister, Acting Director, Strategic Programs Office

Signature

Date

9/26/19

b. Typed Name and Title of Higher-Level Supervisor or Manager

Mary S. Walker, Regional Administrator

Signature

Date

9/26/19

29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.

Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.

a. Typed Name and Title of Official Classifying the Position

John Ellsworth, HR Classification Specialist

Signature

Date

10/15/19

30. Position Classification Standards Used in Classifying/Grading Position

0400 9/05; 0800 11/08; 1300 HRCD-4 12/97

GSSG

31. Remarks

\*Interdisciplinary May be filled as 819/1301/401

**SUPERVISORY LIFE SCIENTIST, GS-0401-14  
SUPERVISORY PHYSICAL SCIENTIST, GS-1301-14  
SUPERVISORY ENVIRONMENTAL ENGINEER, GS-0819-14**

**POSITION SUMMARY:**

As a First-Level Supervisor you will:

- Plan, organize, and direct the activities of the organizational unit, ensuring that they comply with legal and regulatory requirements and meet customer needs;
- Exercise supervisory personnel management responsibilities;
- Represent the Agency with a variety of functional area organizations;
- Serve as a technical advisor and assistant to the Second-Level Supervisor on issues pertaining to NEPA and CAA Section 309.

**ORGANIZATIONAL UNIT LOCATION:** EPA,  
(List Region, Division, Office, Branch, Section, as applicable.)

Region 4, Office of the Regional Administrator, Strategic Programs Office, National Environmental Policy Act (NEPA) Section.

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**ORGANIZATIONAL OBJECTIVES:**

(Add functional statement for organizational unit supervised.)

Protecting human health and the environment by ensuring compliance with the National Environmental Policy Act, Section 309 of the Clean Air Act, and all applicable statutes, regulations, and guidance that support NEPA.

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**MAJOR DUTIES AND RESPONSIBILITIES:**

## DUTY 1

40%

**Plan, organize, and direct the activities of the organizational unit, ensuring that they comply with legal and regulatory requirements and meet customer needs.** Develop goals and objectives that integrate program and organizational unit objectives. Research, interpret, analyze and apply laws, regulations, and other guidance applicable to the organizational unit. Establish policies and procedures for accomplishment of applicable programmatic commitments and goals. Plan and schedule work in a manner that promotes a smooth flow and even distribution. Coordinate, plan and schedule with other organization managers and customers as appropriate. Identify need for changes in priorities and take action to implement such changes. Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules. Assign work to subordinate employees based on organization priorities, consideration of difficulty, and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balance workload and provide advice, guidance, and direction on a wide range of technical activities and administrative issues. Structure assignments to create effective and economical positions. Coordinate with other organization managers and customers as appropriate. Review organizational unit mission, functions, and manning. Identify requirements and initiate requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provide advice to supervisor on significant issues and specific problems related to work accomplishment. Establish metrics and analysis systems to ensure actions are timely and reviewed at critical points. Accept, amend, or reject work presented by subordinates. Perform self-inspection and present detailed and comprehensive report with any corrective action taken to supervisor. Follow-up to ensure complete and quality resolution of discrepancies. Assess and revise policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

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## DUTY 2

30%

**Exercise supervisory personnel management responsibilities.** Advise and provide counsel to employees regarding policies, procedures, and directives of management. Select or recommend selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develop, modify, and/or interpret performance standards. Explain performance expectations to employees and provide regular feedback on strengths and weaknesses. Hold employees responsible for satisfactory completion of work assignments. Appraise subordinate workers performance ensuring consistency and equity in rating techniques. Recommend awards when appropriate and approve within-grade increases. Hear and resolve employee complaints and refer serious unresolved complaints to higher level management. Initiate action to correct performance or conduct problems. Effect minor disciplinary measures such as warnings and reprimands and recommend action in more serious disciplinary matters. Prepare documentation to support actions taken. Identify employee developmental needs and provide or arrange for training (formal and on-the-job) to maintain and

improve job performance. Encourage self-development. Approve master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrate sensitivity to ideas of subordinates. Promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharge security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material such as Confidential Business Information. Recognize and take action to correct situations posing a threat to the health or safety of subordinates. Apply EEO principles and requirements to all personnel management actions and decisions, and ensure all personnel are treated in a manner free of discrimination. Periodically review position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explain classification determinations to subordinate employees.

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### **DUTY 3**

**20%**

**Represent the Agency with a variety of functional area organizations.** Establish, develop, and maintain effective working relationships with high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems that arise. Provides or ensures that subordinates provide customer guidance and training. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organizational unit, branch/office, division, or agency.

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### **DUTY 4**

**10%**

**Serve as a technical advisor and assistant to the Second-Level Supervisor on issues pertaining to**

(Please insert applicable language on the technical advice provided to the Second-Level Supervisor.)

the National Environment Policy Act, Section 309 of the Clean Air Act, and all applicable statutes that support NEPA. Advise, plan, and/or review specific problems, programs, and policies and develop new or improved techniques and solutions.

Advise, plan, and/or review specific problems, programs, and policies and develop new or improved techniques and solutions.

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**RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSAs):**

- 1) Knowledge of concepts, principles, and practices of \_\_\_\_\_;  
Insert applicable technical subject area(s) (e.g., watershed assessment and restoration; ambient air monitoring; hazardous waste site clean up).

NEPA, Section 309 of the Clean Air Act, and all associated statutes and regulations that support NEPA;

- 2) Knowledge of guidance related to the implementation of the rules and regulations under \_\_\_\_\_;

(Insert applicable regulation(s), e.g., "Safe Drinking Water Act."

NEPA and Section 309 of the Clean Air Act, including, but not limited to, environmental impact statements and environmental assessments;

- 3) Ability to lead staff by evaluating work performance and giving advice, counsel, and instruction;  
4) Skill in oral communication;  
5) Skill in written communication;  
6) Ability to advise on technical issues pertaining to \_\_\_\_\_.  
(Insert applicable language on the technical advice provided.)

NEPA, CAA Section 309, applicable statutes supporting NEPA, & programmatic issues related to NEPA.

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**FACTOR LEVEL DESCRIPTIONS:**

**Factor 1 - Program Scope and Effect**

**Level 1-3 (550 Points)**

The Incumbent oversees the organizational unit's programs which encompass an entire Region. The portions of major programs performed within the organizational unit are of a complex, regulatory and/or scientific nature, significantly impacting the conduct of Branch/Office, Division and Regional Agency business with other state and local governments and municipalities, and segments of the regulated community and the general population within the Region.

**Factor 2 - Organizational Setting**

**Level 2-2 (250 Points)**

The employee is accountable to a position that is one reporting level below the first SES position in the direct supervisory chain.

### **Factor 3 - Supervisory and Managerial Authority Exercised Level 3-2 (450 Points)**

The incumbent plans and schedules work to be accomplished by subordinates, sets and adjusts short-term priorities; assigns work in consideration of employee skills and mission requirements; reviews work assuring accuracy requirements are met; develops performance standards and rates subordinates' performance; advises employees on work and administrative matters; implements methods and procedures to improve organizational performance; and identifies and provides for employee training and development. The employee also recommends selection of candidates for positions; recommends position structure changes; approves leave; takes disciplinary actions and hears and resolves formal employee complaints and grievances as delegated by higher level management; and assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

### **Factor 4 - Personal Contacts**

#### ***SUBFACTOR 4A - NATURE OF CONTACTS***

**Level 4A-4 (100 Points)**

Personal contacts include high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Such contacts may involve telephone or personal contacts, small group meetings and public meetings or presentations.

#### ***SUBFACTOR 4B- PURPOSE OF CONTACTS***

**Level 4B-3 (100 Points)**

The purpose of contacts is to justify, defend, inform or negotiate in representing the organizational unit directed, in obtaining or committing resources, and in gaining compliance with established policies or regulations. Contacts usually involve active participation in conferences, meetings, audits or presentations involving problems or issues of considerable consequence or importance to the organizational unit managed.

### **Factor 5 - Difficulty of Typical Work Directed**

**1030 Points**

The position is responsible for providing direction and supervision over work at the:

☐ GS-12 level.

**Level 5-7 (930 Points)**

☒ GS-13 level.

**Level 5-8 (1030 Points)**

which best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organizational unit and which constitutes 25 percent or more of the workload (not positions or employees) of the organizational unit.

### **Factor 6 - Other Conditions**

**1325 Points**

Supervision and oversight involve significant and extensive coordination and integration of a number of important projects or program segments of professional, scientific, and technical, work comparable in difficulty to the:

☐ GS-12 level.

**Level 6-5 (1225 Points)**

☒ GS-13 level.

**Level 6-6 (1325 Points)**

Supervision also involves major recommendations which have a direct and substantial effect on the organization and projects managed, for instance, where there are significant internal and external program and policy issues involving close coordination and integration of program efforts; restructuring, reorienting or revising immediate and long-range goals, objectives, plans, and schedules to meet substantial changes in program activity and/or funding; determinations of projects or program segments to be initiated, dropped, or curtailed; or resources to devote to particular programs.

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**TOTAL POINTS:**

**GS-14 Grade Range: 3605 - 4050**

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**Risk Designation:**

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# Position Designation Record

Agency ENVIRONMENTAL PROTECTION AGENCY  
Position Title Supervisory Interdisciplinary Scientist  
Position Description  
Series and Grade/Pay Band GS-0401-14  
Position Description Number SP00001  
Designator's Name & Title John Ellsworth

## Final Position Designation and Investigation

Sensitivity Level	Risk Level	Investigation	Form
Non-Sensitive	Moderate Risk	Tier 2	SF 85P

Label	Points
Total Initial Position Designation Points from Step 2	15
Adjusted Position Designation Points from Step 3	25

## Summary

### National Security

No national Security Duties

### Suitability

Duties	Degree of Potential for Compromise or Damage
Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety and hazard mitigation)	Moderate impact Position is actively, operationally engaged in services related to the duties in this category (but has only moderate ability to impact the public's trust), such as: <ul style="list-style-type: none"><li>• Performing inspections</li><li>• Enforcing established standards</li><li>• Providing regulatory advice and direction</li></ul>

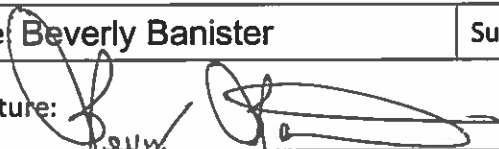
## Adjustment for Scope of Program and Correlation to Extent of Impact

Program Scope and Impact	Impact
Adjustment for Scope of Program and Correlation to Extent of Impact	Agency Impact <ul style="list-style-type: none"><li>• Program operations affect only one agency. Misconduct or damage would have potential for a local impact on the agency, and/or the individuals or private entities affected by the agency.</li></ul>
Level of Supervision	Ability to act independently



Level of Supervision	Ability to act independently
Adjustment for level of supervision or other controls	<p>Limited or no supervision - ability to act independently in almost all areas almost all of the time</p> <ul style="list-style-type: none"> <li>Occasional review from a perspective of major policy issues by a superior who likely has no relevant expertise in the technical aspects of the duties performed.</li> </ul>

## POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: Strategic Programs Office - National Environmental Policy Act (NEPA) Section	
Position Title: Supervisory Interdisciplinary	
Pay Plan/Series/Grade (Full Performance Level): GS-1301/0819/0401-14	
Service Agreement Number (SAN): 19BV04A0013	
Supervisor Name: Beverly Banister	Supervisor Phone Number: 404-562-9326
Supervisor Signature: 	

### STANDARDIZED POSITIONS

Position Title
First Level Supervisor Professional GS-14

### NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Top Secret or "Q" classified information		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Under \$2 million		
4. Does the position involve public contact/interaction/liaison duties?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<input checked="" type="checkbox"/> Federal Agency <input checked="" type="checkbox"/> Interest Groups <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Local Agency <input type="checkbox"/> Tribal Government		
<input checked="" type="checkbox"/> Academia <input checked="" type="checkbox"/> Private Industry <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Media <input checked="" type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If Yes, Explain: Employee Personally Identifiable Information (PII)		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		

\*Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.